



Community Development Department
Development Services Division
16000 N. Civic Center Plaza
Surprise, AZ 85374
Ph 623-222-3000
Fax 623-222-3002
TTY 623-222-1002

SINGLE FAMILY RESIDENCE PERMITS

APPLICATION PACKET

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APPLICATIONS MUST BE COMPLETED ENTIRELY AT TIME OF SUBMITTAL. REFER TO THE CHECKLIST BELOW TO ENSURE ALL DETAILS ARE INCLUDED FOR EACH APPLICATION.

1. Completed Application. It is the owner's responsibility to obtain a permit by completing an application which must be signed by the owner or owner's authorized agent.

- Project Description: Single Family Residence
- Project Location: State the actual address of the project and the current Assessor's Parcel Number. If an address has not been established, the City will assign a permanent address (fees apply).

**NOTE: An Address will only be assigned after evidence of a legal parcel has been submitted and the site plan has been approved.*

2. Completed Contractor/Contact Supplemental form *REQUIRED*

- Applicants must provide the primary contact information for the project

**NOTE: A City of Surprise business license is required for all contractors prior to issuance of permits. Please allow two weeks to obtain a license. Contact the Finance Department for licensing requirements at 623-222-1856.*

3. Submit a survey showing all boundary lines. The survey shall include:

- Signature and seal of registrant
- Lot layout and setbacks
- Rights of way
- All access easements. Note: Include adjacent properties if necessary to show legal access from a public Right of Way.

4. One copy of the site plan on disk.

- Required disk format / record electronic files: CAD files (.dwg) shall be provided in the latest commercially available release of AutoCAD. Drawings are to be purged of all extraneous information, shall be "bound" to insert all reference files, shall be accompanied by any non-native fonts, and shall be free of complex file pathing which complicates file openings when transferred from the CDROM. Binding of reference files shall be done using AutoCAD's Xref "Insert" option so as to avoid layer and block name corruption. PC compatible CD in Datum NAD 83 (2002Adjustment) Arizona State Plane Coordinate Systems, Central Zone, and in decimal units. The subject parcel shall reference a minimum of two physical monuments and; the monuments shall be (a) section corner(s) and /or quarter corner(s) as surveyed under the Maricopa County Geodetic Densification and Cadastral Survey (GDACS) project and/or monuments recognized by the National Geodetic Survey (NGS) as B order or better. See Maricopa Website for details at www.mcdot.maricopa.gov/survey/home.htm.

5. Supplemental Documentation **if applicable*

- Special inspection certificates and agreements.
- Soils report.
- Provide structural calculations analyzing all gravity, lateral and special loads.

6. Three Site Plans to include legal access.

7. Construction Plans: All documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the codes, relevant laws, ordinances, rules and regulations, as determined by the Building Official.

- All work shall comply with the following adopted codes and ordinances, as amended:

2012 International Residential Code

2012 International Fire Code

14-04A (Local Code Amendments)

- **Two complete sets of plans (24"x36")** drawn to scale

a. Cover Sheet

- Include a sheet index.
- Vicinity map.
- Provide design information and state all applicable codes.
- Identify the name and address of the design firm/individual, contact information and date of plan preparation.
- Include owner's name, address and contact information.
- Provide an information block which specifies the building occupancy, type of construction, square footage of all buildings (livable, garage, patio, misc) and sprinklers, if applicable.
- List the number of bedrooms and bathrooms.

b. Site Plan (scale 1" = 30' minimum)

- Location of project: Street address, lot number and parcel number.
- Adjacent lot numbers.
- Identify all property lines and lot dimensions.
- Show all structures (including swimming pools, storage buildings, etc), existing and proposed. Separate permits required.
- Show all fences, existing and proposed. Specify height, length, materials and drainage openings. Separate permits required.
- Provide dimensions from building corners to property lines and distances between buildings.
- Provide dimensions for each building/structure.
- Identify all private and public easements (ingress/egress, utility, drainage, well, etc.).
- Indicate source of water supply. Provide a recorded shared well agreement or "will serve" letter, as applicable.
- Show well, septic and leach field locations (as applicable).

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- Show all water and LP gas tanks. Specify if above or below ground, capacity, materials and dimensions. Separate permits required.
- Provide a north indicator.
- Provide a topographic plan (base – 100 at point of outfall) of existing site (2' contours). Show edge of road elevation at property corners and proposed driveway location.
- Specify driveway materials.
- Show proposed grading for the site – indicate grading limits, cuts and fills (including drives), drain fields and accessory construction; existing drainage channels; slopes, breakpoints, and flow lines. Indicate positive drainage away from all structures @ 5% per 10'. Indicate finish floor elevation at (min) 12" + 2% above point of outfall or inlet of approved drainage.

c. Floor Plan(s) (scale ¼" = 1')

- Identify all rooms and spaces. Indicate ceiling heights for each area.
- Provide a schedule to identify those walls which are bearing/non-bearing, fire walls/barriers/partitions and shafts. Call out all wall heights.
- Identify and dimension stairs, patios, walk decks, closets, cabinets, fixtures and appliances.
- Indicate all window and door sizes, operation and locations.
- Show location of gas meter, electrical meter, A/C unit, cable television junction box, etc as applicable.
- Show how you will comply with 2012 IRC Chapters 4 through 8 re: structural designs of foundations, walls, floors and roofs. For any components which do not comply with the IRC provide a design by an Arizona-registered design professional.
- Wall framing plans. Include braced wall design or provide a separate sheet for wall bracing.
- Provide structural details

d. Foundation Plan (scale ¼" = 1')

- Show all interior, exterior and pad footing locations.
- Key all foundation types to their respective details.
- Provide structural details.

e. Roof Plan (scale ¼" = 1')

- Indicate roof materials, slope and drainage.
- Specify locations and details for roof drains, crickets, scuppers and parapets.
- Identify roof mounted equipment locations with proper access and working clearances.
- Indicate size and location of all trusses, rafters, joist, headers, beams, columns, blocking and hardware.

- When floor and/or roof systems are prescriptively designed under the Code, truss specifications sealed by an Arizona-registered design professional shall be submitted along with the building plans for review.
 - If pre-manufactured trusses are used provide 2 copies of the truss details to include calculations and the layout sheets.
- f. Elevations/Building Sections/Details (scale 1/4" = 1')**
- Provide exterior views of all walls, roof lines, patios, and walk decks.
 - Indicate all exterior finishes, windows, doors and other features.
 - Identify grade level and provide dimensions to finished floors, headers, top plates and ridge lines.
 - Attic ventilation calculations.
 - Provide cross section(s) through a typical location(s) as necessary to indicate all building elements from the foundation through the roof. Key all structural connections and foundations to their respective details.
 - Specify all interior and exterior finishes, fire resistive construction and insulation values.
 - Provide structural details.
- g. Mechanical Plan(scale 1/4" = 1')**
- Provide complete mechanical floor plans (duct work, a/c units, air handlers and diffusers).
 - Identify manufacturers' model numbers and equipment capacities.
 - Specify condensation line locations, materials and terminations.
 - Indicate access to rooftop or above-ceiling equipment.
 - Demonstrate code compliance for bathroom ventilation.
 - Provide combustion air details for all gas appliances.
 - Provide structural details.
- h. Plumbing Plan(scale 1/4" – 1')**
- Provide a plumbing isometric drawing for drain, waste, vent and clean-out locations. Specify all pipe types and sizes.
 - Identify water meter and back-flow prevention device locations and sizes.
 - Provide fixture unit calculations.
 - Specify means of water supply.
 - Specify low-water use fixtures/valves per ARS §45-313.
 - Detail water heater temperature/pressure relief piping to drain to the building's exterior.
 - Provide a one-line gas isometric drawing to include:
 - Total developed length of pipe from the meter to the furthest appliance
 - Total BTU/CFH demand
 - Total BTU/CFH rating of each appliance

- State the size, type and length of each pipe section in the system
- State the IFGC table number used to size the pipe
- Show how and where the plumbing system will connect to an approved sewer or septic system.
- Specify all piping materials.
- Provide structural details.

i. Electrical Plan(scale ¼" = 1' minimum)

- Indicate locations of meter service (SES), sub-panels, devices and other energized equipment.
- Provide a one-line diagram of the complete electrical system, including grounding and bonding.
- Submit load calculations per 2012 IRC Table 3502.2.
- Specify SES voltage, ampacity, phases, NEMA rating and over-current devices.
- Provide a floor plan showing lighting, receptacles, switches and appliance/equipment disconnects. Include locations of exterior lighting, receptacles, fixtures and disconnects.
- Provide a schedule for each main or feeder disconnect and sub-panel in excess of 200 amps. Identify the panel (name, number or letter). Indicate size of main breaker, available fault current (AFC) at the lugs (or main breaker) and the equipment maximum fault current (AIC) rating.
- Identify all ground-fault protected (GFCI) receptacles/circuits.
- Identify all arc-fault protected (AFCI) circuits and outlets.
- Show the locations of all smoke detectors.
- Provide structural details.

j. Energy Conservation (scale ¼" = 1')

- If the percentage of glazing of the gross area of exterior walls which enclose conditioned space does not exceed 15% the builder may choose to design from IECC Chapters 4/5 OR Chapter 11 of the IRC with Chapter 6 of the IECC which includes the basic requirements of the 2012 IECC.

*Note: Provide a calculation to determine the percentage.

- If the percentage exceeds 15% the structure must comply with one of the following:
 - Chapter 4 of the 2012 IECC (RES Check, HERS best test design or nationally recognized 3rd party energy program).
 - Chapter 5 of the 2012 IECC which includes basic requirements

*Note: When using RES Check, provide the calculations and include energy notes on the plans for verification by the plan reviewer and inspector.

k. Fire Protection (scale ¼" = 1') **if applicable*

- A sprinkler system is required if an adequate water supply is not available. (Fire hydrants not within 400 feet of the structure or inadequate water flow for the square footage of the building.
- Complete sprinkler plans shall be submitted. The submittal shall include hydraulic calculation and manufacturer's cuts sheets for all components used in the sprinkler system.
- The hydraulic calculations shall reflect an adjustment of 90% of the available water supply. This shall be indicated on the calculations.

8. Recorded Deed/Proof of Ownership **if applicable*

- All permit applications for commercial, tenant improvement, demolition; custom home and residential factory built buildings shall include a recorded deed or suitable evidence of ownership if ownership has changed within the last six (6) months.

9. Fees

- Administrative processing fee of \$140 will be required at time of submittal and are non-refundable.
 - Address assignment:
 - Dedicated access \$10.00
 - Private easement or vacant property \$25.00
 - Rural Road: \$0.06 cents per square foot of lot

Note: If solar technology is being used, that portion of the permit and plan review fees shall be waived. Please provide a cost estimate or breakdown of the valuation of the project to ensure the calculation is done properly.

10.A floodplain use permit may be required for properties located within a floodplain, prior to submitting an application for a building permit. Please contact Maricopa County Flood Control District for more information. The following forms may be required for construction within a floodplain.

- Contractor Architect Civil Engineer Improvement – Repair Affidavit
- Owner Improvement – Repair Affidavit
- Substantial Improvement Determination

AGENCY CONTACT INFORMATION

City of Surprise Departments:

Planning and Zoning Information
(623) 222-3011

Building Inspections
(623) 222-3012

Fire Inspections
(623) 222-3012

Building Safety/Development Services
(623) 222-3000

Code Enforcement
(623) 222-3013

Public Works – Utilities
(623) 222-7000

Public Works – Transportation-Engineering Division
(623) 222-6150

Business License
(623) 222-1856

Miscellaneous Departments:

Registrar of Contractors
(602) 542-1502

Flood Control District of Maricopa County
(602) 506-2419

Blue Stake
(602) 263-1100

Maricopa County Assessor
(602) 506-3406

EPCOR
(800) 383-0834

Maricopa County
Environmental Services
Asbestos Coordinator
(602) 506-6708

State of Arizona
Office of Manufactured Housing
(602) 364-1003

City of El Mirage
Water Services
(623) 933-1228

Maricopa County
Health Dept.
(602) 506-6900



PERMIT/PLAN REVIEW APPLICATION

Applicant to Complete Numbered Fields Only

OWNER INFORMATION				PROJECT INFORMATION			
1.Name:				6.Development Name:		11.Lot/Space:	
2.Address:				7.Subdivision Name:		12.MCR:	
3.City/State/Zip:				8.Assessor's Parcel Number (APN):		13.Acreage:	
4.Phone:		Alternate:		9.Valuation of Project:		14.Related Case(s):	
5.Email:				10.Project Address and Zip:			
DESCRIPTION OF PROJECT							
15.							
UTILITY PROVIDERS							
16.Electric Co:		17.Gas Co:		18.Water Co:		19.Sewer Co:	
ENGINEERING PLAN REVIEW				COMMERCIAL PERMIT			
Grading	<input type="checkbox"/>			Business Name:			
Water	<input type="checkbox"/>			New Building	<input type="checkbox"/>		
Sewer	<input type="checkbox"/>			Tenant Improvement	<input type="checkbox"/>		
Paving	<input type="checkbox"/>			Factory Built Building	<input type="checkbox"/>		
Concrete	<input type="checkbox"/>			Landscape	<input type="checkbox"/>		
SWPPP	<input type="checkbox"/>			Pool/Spa	<input type="checkbox"/>		
SWPPP Manual	<input type="checkbox"/>			Surface Area			
Improvement	<input type="checkbox"/>			Other:	<input type="checkbox"/>		
Street Lights	<input type="checkbox"/>						
Traffic Signals	<input type="checkbox"/>			RESIDENTIAL PERMIT			
Signage and Striping	<input type="checkbox"/>			Single Family Residence	<input type="checkbox"/>		
Drainage Report	<input type="checkbox"/>			Accessory Building	<input type="checkbox"/>		
Water Model Report	<input type="checkbox"/>			Alteration/Addition	<input type="checkbox"/>		
Dry Utility	<input type="checkbox"/>			Pool/Spa	<input type="checkbox"/>		
FIRE PERMIT				Surface Area			
LP Gas	<input type="checkbox"/>			Manufactured/Factory Built Building	<input type="checkbox"/>		
TUP	<input type="checkbox"/>			Landscape	<input type="checkbox"/>		
Other:				Other	<input type="checkbox"/>		
UTILITY PERMIT				OTHER			
Electric	<input type="checkbox"/>			Signs	<input type="checkbox"/>		
Plumbing	<input type="checkbox"/>			Type:		Height:	Linear Feet:
Mechanical	<input type="checkbox"/>			Fences	<input type="checkbox"/>		
Other:				Type:		Height:	Linear Feet:
The owner or authorized agent for the owner of the subject lot or parcel guarantees the information and plans provided are correct to the best of my knowledge including recorded lot dimensions and structure locations.							
20.				21.			
OWNER/AGENT PRINTED NAME				DATE		OWNER/AGENT SIGNATURE	
						DATE	

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CD 07/2014

CONTRACTOR/CONTACT SUPPLEMENTAL FORM

LICENSED CONTRACTOR VERIFICATION

Verify that you are a licensed contractor under ARS Title 32, Chapter 10, by providing the information below.

I am currently using a licensed contractor:

Name: _____ City Business License No. _____
 License No. ROC: _____ License Class: _____

I am exempt from Arizona contractors' license laws on the basis of the license exemptions contained in A.R.S. § 32-1121A., namely:

- ☐ A.R.S. § 32-1121A.5 – I am the owner/builder of the property and the property will not be sold or rented for at least one year after completion of this project.
- ☐ A.R.S. § 32-1121A.6 – I am the owner/developer of this property and I will contract with a licensed general contractor to provide all construction services. All contractor's names and license numbers will be included in all sales documents.
- ☐ Other _____
 (please specify)

I understand that the exemption provided by A.R.S. § 32-1121A.14 (the Handyman Exemption) does not apply to any construction project which requires a building permit and/or the total cost of materials and labor are \$1000 or more.

I will be using the following licensed contractors on this project: **City of Surprise**

<u>Contractor/Company name</u>	<u>License Number</u>	<u>ROC</u>	<u>Class</u>	<u>Business License No.</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Owner/Agent

Printed Name: _____

Owner/Agent

Signature: _____

Falsification of information on this document for the purpose of evading State licensing laws is a Class II misdemeanor pursuant to A.R.S. § 13-2704.

PRIMARY CONTACT INFORMATION (Required)*

Business Name

Address

Contact Person 1/Title

Contact Person 2/Title

Phone Number

Phone Number

Fax Number

Fax Number

Email

Email

Effective 1/1/07, only the primary contact above will be notified of submittal status or permit approval.

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DEVELOPMENT SERVICES FEE QUOTE REQUEST

The following information (when applicable) must be provided in order to process a fee calculation request:

- Project name
- Assessor Parcel Number
- Project address or major cross streets
- Site acreage (gross)
- Occupancy and construction types with square footage
- Number of stories and square footage of each
- Square footage of canopies / patio covers
- Water meter size, type, and quantity
- Number of buildings and / or units
- Landscape Cost Estimate
- Valuation of project (Labor and materials)

New build ☐ Tenant improvement ☐

Are there any structural deferrals proposed? Yes ☐ No ☐

If yes, please indicate the type _____

Will this be a Self-Certified Permit? Yes ☐ No ☐

Contact Name: _____ Company: _____

Address: _____

Phone _____ E-Mail: _____

Alternate Phone: _____ Fax: _____

Department Use Only

Date Requested: _____ Received By: _____

Date Completed: _____ Completed By: _____



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ARIZONA DEPARTMENT OF REVENUE BONDING REQUIREMENTS

Contractors

The following are guidelines for compliance with ARS 42-5007. This law requires that all building authorities obtain a certificate from the Arizona Department of Revenue (ADOR) to ensure that the bonding requirement has been met prior to issuing any building permit for projects of \$50,000 (or more) in value.

For projects of more than \$50,000 in value, contractors must present one of the following types of certificates prior to being issued a building permit:

- a. An Annual Bond Exemption Certificate;
- b. A One-time Exemption Bond Certificate (for the project);
- c. Or a receipt for a bond which identifies the project.

For those contractors with an Annual Bond Exemption Certificate, please ensure that the expiration date has not passed or expired prior to submitting a copy to our office.

If your Annual Bond Exemption Certificate has expired, you do not have a certificate, or you need a One-Time Exemption Bond Certificate or receipt, contact the Arizona Department of Revenue at 602-716-6056.

Project address: _____

Value of Contract: _____

You may fax us a copy of your Annual Bond Exemption Certificate. The Arizona Department of Revenue will fax the One-Time Exemption Bond Certificate or receipt directly to us. Faxes should be sent to:

City of Surprise, 623-222-3002
Attention: **Development Services**



**Community Development Department
Development Services Division**
16000 N. Civic Center Plaza
Surprise, AZ 85374
Ph 623-222-3000
Fax 623-222-3002
TTY 623-222-1002

ARIZONA DEPARTMENT OF REVENUE BONDING REQUIREMENTS

Owner / Builder

The following are guidelines for compliance with ARS 42-5007. This law requires that all building authorities obtain a certificate from the Arizona Department of Revenue (ADOR) to ensure that the bonding requirement has been met prior to issuing any building permit for projects of \$50,000 (or more) in value.

For projects of more than \$50,000 in value, owner/builder applicants must secure one of the following types of certificates prior to being issued a building permit.

- a. A One-time Bond Exemption Certificate (for the specific project);
- b. Or a receipt for a bond which identifies the project.

If you have questions, and to request one of these documents, contact the Arizona Department of Revenue at 602-716-6056.

Project address:_____

Value of Contract:_____

You may fax us a copy of your Annual Bond Exemption Certificate. The Arizona Department of Revenue will fax the One-Time Exemption Bond Certificate or receipt directly to us. Faxes should be sent to:

City of Surprise, 623-222-3002
Attention: **Development Services**

Owner
IMPROVEMENT/REPAIR AFFIDAVIT

Building Permit #: _____

Contractor/Architect/Civil Engineer Name: _____

License#: _____

Owner Name: _____

Address: _____ Phone: _____

I hereby attest to the fact that the construction plans and documents submitted by my Contractor/Architect/Civil Engineer for the **Substantial Improvement/Damage Evaluation** are **all of the improvements/repairs** that will be done to the existing building and that all additions, improvements, or repairs on the subject building are included in the construction plans and documents herewith. **No other repairs or reconstruction or additions or remodeling have been made to the subject building that are not included in the attached construction plans and documents.**

I understand that I am subject to enforcement action and/or fines if inspection of the property reveals that I have made improvements or repairs **not included in the attached construction plans and documents** or that I have included non-conforming or illegal structures/additions, to the existing structure without having presented construction plans for such additions. I understand that any permit issued by {Community} pursuant to this affidavit does not authorize the reconstruction, repair or maintenance of any illegal additions, fences, sheds or non-conforming uses or structures on the subject property.

STATE OF ARIZONA

COUNTY OF _____

Before me this day personally appeared _____

Who, being duly sworn deposes and says that he has read, understands, and agrees to comply with all the aforementioned conditions.

Signature Owner

Co-Owner

Sworn to and subscribed before me this _____ day of _____
A.D., 20____.

Notary Public State of Arizona

My commission expires _____

**CONTRACTOR/ARCHITECT/CIVIL ENGINEER
IMPROVEMENT/REPAIR AFFIDAVIT**

Building Permit #: _____

Contractor/Architect/Civil Engineer Name: _____

License#: _____

Owner Name: _____

Address: _____ Phone: _____

I hereby attest to the fact that the I, or a member of my staff, personally inspected the above mentioned property and produced the attached construction plans and documents for all of the improvements, repairs, reconstruction and/or remodeling which are hereby submitted for a **Substantial Improvement/Damage Evaluation**. These improvements/repairs are **all of the improvements/repairs** to this structure, and that all additions, improvements, or repairs proposed on the subject building are included in the construction plans and documents herewith.

I understand that I am subject to enforcement action and/or fines if the inspection of the property reveals that I have made improvements or repairs **not included in the attached construction plans and documents** to the existing structure without having presented plans for such additions. I understand that any permit issued by {Community} pursuant to this affidavit does not authorize the reconstruction, repair or maintenance of any illegal additions, fences, sheds or non-conforming uses or structures on the subject property.

STATE OF ARIZONA

COUNTY OF _____

Before me this day personally appeared _____

Who, being duly sworn deposes and says that he has read, understands, and agrees to comply with all the aforementioned conditions.

Signature Contractor/Architect/Engineer

Date

Sworn to and subscribed before me this _____ day of _____
A.D., 20____.

Notary Public State of Arizona

My commission expires _____

DETERMINATION OF SUBSTANTIAL IMPROVEMENT OR SUBSTANTIAL DAMAGE

(This form must be permanently retained for local, state, and federal review)

DATE OF DETERMINATION:

PERMIT NUMBER(S):

ADDRESS OF STRUCTURE:

PARCEL NUMBER:

PROJECT NAME:

NAME OF OWNER:

OTHER CONTACT(S):

PHONE NUMBER(S):

PHONE NUMBER(S):

MAILING ADDRESS:

MAILING ADDRESS:

SUBSTANTIAL IMPROVEMENT OR DAMAGE:

(Based upon attached computations)

(Circle one)

YES

NO

_____ %

TYPE OF STRUCTURE(S) INVOLVED: (Circle all that apply)

Residential Structure	Nonresidential Structure	Attached Garage	Detached Garage
Accessory Building	Shade Structure	Other _____	

TYPE OF WORK BEING DONE: (Circle all that apply)

Rehabilitation	Addition	Reconstruction	Repair Damage
Modification	Demolition	Other _____	

DATE OF CONSTRUCTION OF EXISTING STRUCTURE: _____

Is the structure **Pre-FIRM** or **Post-FIRM** ?

CURRENT PERMIT VALUE: _____

Note: Labor performed by owner or volunteers must be computed based upon construction industry standards, and the same applies to donated material. Do not include non-structure improvements such as land value, fences, pools, landscaping, etc. Attach copies of how value was determined.

PRIOR PERMIT VALUE(S):

Note: Not applicable if community does not track improvement/damages on a cumulative basis

MARKET VALUE OF STRUCTURE AND METHOD USED:

Note: To establish the “market value” take the replacement cost less depreciation of the structure. Acceptable estimates of market value can be determined by using a standard established by the community, independent appraisal, adjusted assessed value, or NFIP claims data. See publication **FEMA-213, “Answers to Questions About Substantially Damaged Buildings”**, for additional information. Attach copies of information documenting how the value was determined.

SUBSTANTIAL IMPROVEMENT OR DAMAGE COMPUTATION:

(Current permit value + prior permit values / (value of structure less depreciation))

Note: If equal to or greater than 50%, then it is considered a substantially improved structure and must be brought into compliance with local, state, and federal regulations, **ARS 48-3609.H and Chapter 44 of the Code of Federal Regulations (CFR) 59.1 and 60.3.**